

**Associate Deans Council
October 12, 2022
Meeting Minutes**

Present: Peter Ryan, Tracey Baham, Bimal Balakrishnan, Steve Bullard, LaDonne Delgado, John Dickerson, Jim Dunne, Anastasia Elder, Dana Franz, Don Grebner, Robert Green, Kimberly Hall, Brien Henry, Christine Jackson, Melanie Loehwing, Lynda Moore, Tabor Mullen, Steve Parrott, Andy Perkins, Rebecca Robichaux-Davis, Kevin Rogers, Susan Seal, Darrell Sparks, Lisa Stricklin, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 p.m.

1. Consideration of the minutes

Upon a motion made by Dr. Robert Green and a second by Dr. Darrell Sparks, the minutes as presented from September 28, 2022, were approved.

2. Announcements

- Dr. Peter Ryan reminded the council that required course materials adoptions are due by October 31, 2022. As of today, 78% of the classes requiring course material, has not been adopted. Dr. Ryan urged the Associate Deans to speak to their Department Heads regarding the importance of this issue.
- Dr. Melanie Loehwing noted that she had not received the email reports that Chelsea Cockburn stated she would send regarding the current adoption standings. Dr. Ryan said he would reach out to Ms. Cockburn and ask about the reports.
- Dr. Susan Seal announced the Center for Distance Education will be hosting and Online Course and Tools Showcase on Oct. 18th. For more information:
<https://www.msstate.edu/events/2022/07/online-course-and-tools-showcase>
- The Office of the Provost and Executive Vice President will be hosting the following new faculty events. Please encourage new faculty participation.

-Managing Your Time Effectively

October 20, 2022
1:00 – 2:00 pm
Dunn Conference Room, 2nd floor McCain Hall

- Dinner with the Provost & Executive Vice President

November 10, 2022
5:30 – 7:30 pm
CALs Atrium
335 Wise Center Drive

- Your Annual Faculty Review

November 17
1:30 – 3:00 pm
Templeton Room, MSU Library

3. Dean's Approval of Add/Drop Forms – Dr. Melanie Loehwing

- Dr. Loehwing stated her department had recently had an issue with a student who dropped a class after the fifth day. The student did not realize that there were fees/tuition charges on his/her account that would not be waived once the course was dropped. The student went to several places on campus to try to have these charges waived and when the student reached Dr. Loehwing's department, and they tried to view the "checklist" that the student was presented when he/she dropped the class, the checklist was not there. The reason being is the student went straight from the advisor to the Registrar's Office and bypassed the Dean's Office for a signature and the checklist was never completed.

After a brief discussion, Dr. Peter Ryan suggested to have a generalized statement added to the academic calendar, that fees associated with an add/drop after the specified date, will/may be incurred. Also, the deans will be added to the approval process. The council agreed with these suggestions.

- Dr. Robert Green stated this might be an appropriate time to reformat the add/drop form. Dr. Ryan created a add/drop subcommittee to review the add/drop process and draft an updated version of the document that addresses current concerns.

The subcommittee will include the following:

Dr. Robert Green, Chair, Ms. Emily Shaw, Ms. Lynda Moore, Dr. Melanie Loehwing and Ms. Kali Dunlap.

4. Spring 2023 Undergraduate Research Symposium – Dr. Anastasia Elder

- Dr. Elder stated the dates for the 2023 Undergraduate Research Symposium will be April 13-14, 2023, in the Colvard Student Union. Two important modifications to the symposium will be
 1. **Replacing the main competition judging with the use of comment cards.** Students provided positive feedback about the use of comment cards during the past summer showcase. These were noted as being helpful for their growth as researchers, for providing timely feedback and for being inclusive of varied types of audiences.
 2. **Requests for proposals for new sub-competitions.** Dr. Elder recognizes that competitions can be motivating and judging for these are best handled by experts in specific fields. Competitions beyond the general categories can be more meaningful and better evaluated. In addition, much research cuts across the disciplines and theme driven, and sub-competitions can best evaluate that work.

5. Waitlist for Spring 2023 Business Courses – Dr. Kevin Rogers

- Dr. Kevin Rogers reminded the council that the College of Business is piloting the course waitlist. Dr. Rogers noted that capacity overrides are not allowed for undergraduate business courses on the main campus. Students must use the waitlist in Banner.

6. Courses for Spring Mini-Terms – Dr. Susan Seal

- Dr. Susan Seal stated the Center for Distance Education is piloting mini-terms, which are 8-week courses. However, we need to be able to offer more course options for students. Dr. Seal requests that departments submit information quickly on courses they would like to offer. Dr. Ryan reminded the council that a department cannot take a 16-week, three-hour course and submit it for a mini-term course without going through the proper process and demonstrating how that 16-week course is now going to be a five or eight week course. Dr. Seal also stated that her staff is happy to assist faculty members with formatting their course for online instruction.

Dr. Andy Perkins stated there is a temporary UCCC approval process in place that will allow departments to submit existing courses to be considered as offerings under the 8-week format. A checklist is being created that will assist the faculty in demonstrating how the 8-week course meets the contact time and engagement with students consistent with what is required for a 15-week course that may include direct instruction in the classroom and outside classroom instruction.

Meeting adjourned 3:00